



Computer CORE

Absolutely Essential Skills

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Extra Support from ComputerCore

- Weekly help sessions -
 - Check-In (Monday, 5 - 6 pm)
<https://us06web.zoom.us/j/83832477730>
 - COREclub (Wednesday, 5 - 6 pm)
<https://us06web.zoom.us/j/84624226148>
- Join Slack -
https://join.slack.com/t/computercore/shared_invite/zt-2xthmmimt-5nTjorK7UAjDpJPHLSGXnw
- The Help Desk:
866-977-3033 helpdesk@computercore.org



The recording of last week's class

- https://us06web.zoom.us/rec/share/3GuJUOBim75f_OqDHFGWD7_YU_1I1ZTp3Eu_ozk3wAvTVdeACI69t4MqPG5vnZLF.Y59wIzdPXa3Oy4z0
- Passcode: .3#\$bnX%
- CTRL + Click on the recording's URL



This week

- Review
- Windows Update
- Customizing your Desktop GUI
- Internet Security



Review - Files and folders

- Using File Explorer
- Making folders
- Renaming files and folders
- Deleting files and folders
- Restoring files and folders



Windows updates

- Type “Update” in the search box of your taskbar
- Check for Updates
- Windows Update screen
- Updates must download and install
- You may need to restart your computer after an update has installed
- Do not turn your computer off during an update



Slack

- You must sign up for a Slack account using the link and your email address
- https://join.slack.com/t/computercore/shared_invite/zt-2xthmmimt-5nTjorK7UAjDpJPHLSGXnw



Customizing Your Desktop (GUI)

- Personalization
 - Change desktop background
 - Change color mode
 - Start and Taskbar settings
 - Notifications
 - Lock screen
 - <https://www.windowscentral.com/how-change-look-and-feel-windows-11>
- Power settings



Internet Security

- Make sure you're using a secure internet connection
 - If you are using public Wi-Fi, avoid carrying out personal transactions that use sensitive data, such as online banking or online shopping
- Choose strong passwords
 - Use different passwords for every site you have an account at
 - Long – made up of at least 12 characters (ideally more)
 - A mix of characters – upper-case and lower-case letters plus symbols and numbers
 - <https://www.random.org/strings/>
- Enable multi-factor authentication where you can
 - Especially for financial websites



Internet Security cont'

- Keep software and operating systems updated
- Check that websites look and feel reliable
 - Lookout for URLs that start with “HTTPS” rather than “HTTP” (the “S” stands for “secure”) and have a padlock icon in the address bar
 - Free from spelling and grammar mistakes
 - Accepted standards of online payments
 - <https://www.memcyco.com/5-recent-examples-of-fake-websites/>



Internet Security cont'

✓ **Real**

← → ↻ paypal.com/signin Guest



Email or mobile number

Next

or

Sign Up

English | Français | Español | 中文

✗ **Fake**

Messages 15:12 77%

pay-pail.com



my@email.com ⚠

.....

Log In

Having trouble logging in?

Sign Up



Internet Security cont'

- Review your privacy settings and understand privacy policies
- Be careful of links and where you click
 - Can expose your personal data online or infect your device with malware
- Make sure your devices are secure
 - Use passwords or passcodes



Internet Security cont'

- Backup data regularly
 - Backup important personal information on external hard drives
- Be careful what you download
 - Cybercriminals try trick you into downloading malware in files and apps
- Be careful what you post and where
 - Don't put anything online that you would not want a future employer to see
- <https://consumer.ftc.gov/articles/how-recognize-avoid-phishing-scams>



Are you meeting your goals?

- Familiarity with computers
 - Can you turn your computer on and off?
 - Can you work your keyboard and mouse?
- Online operations
 - Zoom
 - Email
 - Online information
- Windows file organization
 - Make files and folders
 - Organize files and folders



What topics should we revisit?

- Using Zoom
- Parts of a computer
- Windows
- Class recordings on Slack
- Online behavior
- Starting files
- Saving files
- Moving windows
- Un-deleting files and folders
- Connecting to the Internet
- Internet browsers and search engines
- Email
- Basic security and passwords
- Using online resources



For next week

- Review the recordings
 - The link and these slides will be available on Slack
- Experiment with your computer for at least two hours
 - Open applications (apps)
- Find online resources
- If you have technical problems: Contact the help desk



Online resources

- Digitallearn (the updated AT&T site):
<https://www.digitallearn.org/>
- NorthStar Digital Literacy:
<https://www.digitalliteracyassessment.org/>
- Typing Club: <https://www.typingclub.com/>
- Typing Test: <https://www.typingtest.com/>
- Mouse practice: <https://mouse-practice.com/>



More ideas to practice

- It is OK to play with your computer
 - Search for fun topics
 - Play games
 - Open applications
 - Make files
 - Make folders
 - Save files
- Go online
 - <https://www.digitallearn.org/>
 - Connect with Slack



Congratulations!

Today we have discussed:

- Windows Update
- Customizing your desktop GUI
- Internet Security



Questions?

We will see you in class online next week!